



**Request for City Council Committee Action
From the Finance Department**

Date: February 3, 2003
To: Ways and Means Committee
Referral to: None

Subject **Utility Billing Insert**

Recommendation

The Finance Department recommends the approval of the Inspections Division request to place an insert with the March 2003 Utility Bills. The purpose of the insert is to inform people about extended business hours on Mondays during the construction season and the web site featuring ways to contact Inspections, learn about basic services and connect to other resources.

Previous Directives

(any past Council actions or directions to staff)

Prepared or Submitted by : Ramon Morales, Utilities Billing Office Manager,
Phone #673-2404

Approved by: Patrick Born, City Finance Officer Patrick Born

John Moir, City Coordinator John Moir

Presenters in Committee (Consent Item)

Financial Impact (Check those that apply)

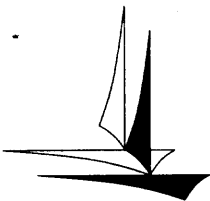
☒ **X** No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)

- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☐ Other financial impact (Explain):

☐ Request provided to the Budget Office when provided to the Committee Coordinator

Community Impact (use any categories that apply)

- ☒ **X** Neighborhood Notification
- ☐ City Goals
- ☐ Comprehensive Plan
- ☐ Zoning Code
- ☐ Other



Minneapolis
City of Lakes

**Operations & Regulatory
Services**

John A. Bergquist
Assistant City Coordinator

Inspections Division
Merwyn Larson, P.E., Director

**Construction Inspection
Services**
Connie Fournier, Deputy Director

Development Review Services

Housing Inspection Services
JoAnn Velde, Deputy Director

250 South 4th Street – Room 300
Minneapolis, MN 55415-1316

Office 612 673-5800
Fax 612 673-5819
TTY 612 673-3300

January 31, 2003

Ray Morales
Finance Utility Billing
230 Public Service Center
250 S. 4th Street
Minneapolis, MN 55415

Re: March Utility Bill Insert

Dear Ray:

The Inspections Division is ready to announce the third year of Homeowner Night – extended hours on Mondays during the construction season so residents can receive permits for basic home improvements.

In order to inform the City's residents, in advance, about the details of the service, we are asking to have a promotional piece included in the March utility bill. It will describe our extended hours on Mondays which begin in April, with a dedicated line **673-deck** or **673-3325** for customers to call to schedule an appointment. We will also highlight our website.

The insert size will be 3 ½" x 8 ½". Enclosed is a sample designed by Katja Amyx. She has contacted the print shop for paper and ink choices. As soon as approval is received, they are prepared to make the necessary copies by the required deadline.

We want to thank you for assisting us in this process. You can either call me at 673-5824 or Katja at 673-5447 if you have any questions. I can also be available, if needed, during the Council Committee hearings for any further information.

Sincerely,

Connie Fournier
Construction Inspection Services

cc: Marcia Belfrey

Enc.

INSPECTIONS DIVISION

- **FAQs**

(Frequently Asked Questions)

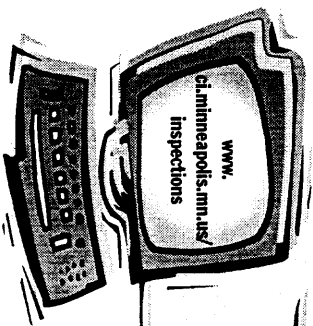
- **Permit Info**
- **Truth-in-Housing Info**
- **Rental License Info**
- **D-I-Y Info Sheets**
- **Chapter 249 List (Free!)**

- **Downloadable Forms**

- **Up-to-Date Fee Schedules**
- **How to Find a Contractor**
- **Office Hours & Location**
- **Contact Numbers**

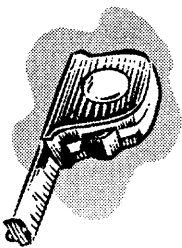
**Information You Need
Before You
Buy, Sell, Build,
Remodel, Add On**

ON THE WEB



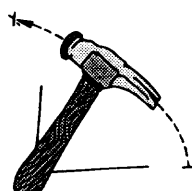
www.ci.minneapolis.mn.us/inspections



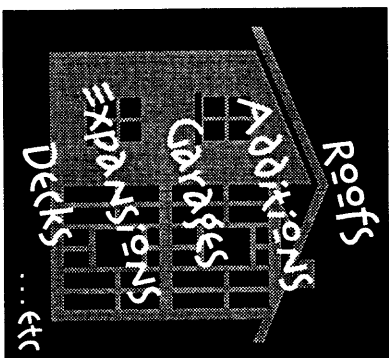


Homeowner's Night

at the Minneapolis Inspections Division



- EVERY MONDAY EVENING APRIL 7 THROUGH SEPTEMBER 29, 2003*
- EXTENDED HOURS: OPEN UNTIL 7PM
- PERMITS FOR HOMEOWNER PROJECTS
- PLAN REVIEW
- CALL (612) 673-DECK (3325) FOR INFO OR AN APPOINTMENT



Building, plumbing, electrical, or mechanical permits for homeowner (do-it-yourself) projects.

Zoning and plan review for standard projects like decks, additions, and garages.

Handouts about do-it-yourself projects and how to apply for permits.

For info or appointment call 673-DECK (3325).

*No Homeowner's Night on these Monday holidays: Memorial Day, May 26 • Labor Day, September 1

MINNEAPOLIS INSPECTIONS DIVISION • 250 SOUTH 4TH STREET, ROOM 300 • (612) 673-3325 • WWW.CI.MINNEAPOLIS.MN.US/INSPECTIONS